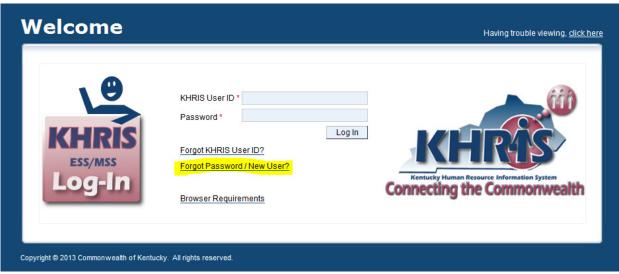
How Do I Access the KHRIS Portal?

First Time Users:





- Click the Forgot Password/New User? link, highlighted above.
- Enter your KHRIS User ID*.
 Click the 'Validate' button.
- Enter your validation information: Last Name, Zip Code, Date of Birth and Social Security Number. Click the 'Authenticate' button.
- At this point you will be given a temporary password on your screen. Write this password down as you will need it on the next screen.
 - Click the 'Exit' button.
- You are now back to the main KHRIS Login page (shown above).
 Click the KHRIS User ID field and type your KHRIS User ID.
- Click the Password field and type your temporary password. Click the 'Login' button.
- Enter a new password and ensure that it conforms to the requirements highlighted on the screen. Click the 'Change' button and your password is now changed.

You are now logged into the KHRIS Portal!

*This is the same as your Employee ID which can be seen on the top of your paycheck stub or on your most recent Personnel Action Notification (PAN).